

30 OCT 1967

Approved For Release 2002/01/29 : CIA RDP74A00390R000300330023-6

~~CONFIDENTIAL~~

338003-6
Name of unit
OEM-7
Procedures

27 October 1967

MEMORANDUM FOR: Chief, Records Administration Branch
Chief, Regulations Control Branch
Area I Team [REDACTED]
Area II Team
Area III Team

25X1A

SUBJECT : White House Ceremonies for Foreign Dignitaries
REFERENCE : C/SSS memorandum dated 26 July 1967, subject:
After Duty Hours Security Check

1. We are required from time to time to ask for volunteers to attend White House ceremonies for visiting dignitaries. In order to ensure equity in the selection of people to represent the Support Services Staff, the [REDACTED] will keep a record of who has attended and when they went.

2. A rotational order of groups occupying areas as defined in reference memorandum, including the Records Administration Branch and the Regulations Control Branch, will be employed, i.e., when the Support Services Staff receives a request for someone to attend a White House ceremony, the [REDACTED] will contact the person responsible for the Area or Branch which is next in the order of rotation to obtain the name of the individual who will attend.

3. Owing to the overlapping of Section personnel in the established Areas, the responsible named Area individual shall coordinate the attendance of any employee not in his functional Section with the appropriate Section Chief.

25X1C

Chief, Support Services Staff

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Approved For Release 2002/01/25 : CIA-RDP74-00390R000300330003-6

RECORDS MANAGEMENT STAFF
OCTOBER 1959

RECORDS MANAGEMENT STAFF

Directs the Agency Records Management Program which broadly covers the creation, maintenance, use, and disposition of records, and specifically includes Correspondence Management, Reports Management, Forms Management, Records Systems, File Standards, Records Disposition, Vital Records, operation of the Agency Archives and Records Center, and liaison with other government agencies on records management matters.

RECORDS MANAGEMENT
OFFICER FOR REPORTS AND
CORRESPONDENCE

FORMS MANAGEMENT BRANCH

RECORDS MAINTENANCE AND
DISPOSITION BRANCH

AGENCY ARCHIVES AND
RECORDS CENTER
(FIELD EXTENSION)

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